

Job Description
Missouri State Highway Patrol

Class Title: Director, Motor Equipment Division

Title Code: V00447

Effective Date: 01/21/97

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Support Services Bureau

Position Supervised:

FLSA Classification: Exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a highly responsible administrative and managerial position where the employee directs the maintenance, replacement, and general operations of the vehicle fleet. An employee in this position is responsible for the successful operation of each Troop and General Headquarters bay maintenance facilities located throughout the state. Work also includes the direct supervision of General Headquarters garage employees, office staff members, and indirect supervision of automotive technicians in each Troop. Considerable independent judgment and discretion must be exercised in the performance of assigned duties. Work is performed under general administrative direction.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Develops and monitors the division budget; develops bid specifications for Patrol vehicles, vehicle replacement parts, shop equipment, tools and supplies, etc; initiates necessary purchase requisitions, local purchase orders, and contract releases within applicable state and federal guidelines; reviews and authorizes all invoices and processes for payment.

Checks bids and approves repairs of Patrol vehicle accident damage; contacts Office of Administration, Attorney General, and insurance company representative reference settlement of accident losses and repair of vehicles.

Monitors payment for court ordered restitution due for damage to Patrol vehicles; maintains all files reference court ordered restitution.

Supervises all aspects of General Headquarters garage and division office staff; provides assistance and direction to Troop automotive technicians; evaluates subordinates' work performance to determine training needs and improve performance by establishing goals, objectives, and standards; handles personnel issues and problems associated with division staff and garage personnel.

Monitors sale of used Patrol vehicles; maintains various records and logs (e.g., assignment of fleet vehicles; vehicle mileage reports, vehicle accident reports, vehicle and equipment inventory, vehicle purchases and sales in the revolving fund account).

Contacts vehicle and equipment manufacturer representative(s) reference purchase orders, new

products, delivery scheduling, and service/warranty issues; initiates product testing and evaluations of equipment.

Prepares correspondence; responds to internal and external requests for information; deals with a variety of individuals in person and over the telephone reference the Motor Equipment Division.

Develops and monitors fuel acquisition sites and alternative fuel vehicle acquisition plans for the Patrol fleet; completes necessary requirements to comply with Department of Natural Resources' regulations reference alternative fuel vehicles; stays current on all hazardous waste and shop safety regulations to ensure that all garage locations are operating within those regulations.

Meets with Support Services Bureau Commander, Garage Superintendent, Troop Motor Equipment Managers, and other Patrol employees, as needed, reference any motor equipment issues.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of Patrol policies and procedures.

Knowledge of the basic principles and techniques of supervision.

Knowledge of state and federal bid and purchasing requirements; knowledge of inventory procedures and methods.

Knowledge of emission regulations, hazardous material disposal requirements, and applicable Department of Natural Resources policy.

Knowledge of insurance/restitution procedures.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to write/review bid specifications that meet applicable state and federal requirements.

Ability to efficiently monitor the division's budget.

Ability to comprehend the resources available from automobile manufacturers and dealers to effectively maintain the fleet.

Ability to maintain various records and files manually and via computer.

Ability to establish and maintain effective working relationships with subordinates, associates, agency management officials, vendors, and suppliers.

Ability to manage, develop, and motivate subordinates.

Ability to plan, assign, and delegate work for the efficient, effective operation of the division.

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Ability to communicate effectively and maintain confidentiality.

Ability to use the AS/400 system to monitor the fleet and gather information to effectively manage and forecast the budget needs of the division.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to perform administrative duties as outlined in the description of duties performed.

Ability to comprehend automotive specifications.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED certificate.

AND

Minimum of ten (10) years experience in automotive service management, automotive sales management, and/or automotive fleet management.